

**MINUTES OF THE MEETING  
OF THE  
MELROSE SCHOOL COMMITTEE  
August 11, 2009**

A meeting of the Melrose School Committee was held this date in the Aldermanic Chamber of Melrose City Hall with the following members present: Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mr. Lehman.

Also in attendance were Superintendent of Schools Joe Casey and Business Manager Greg Zammuto.

Ms. Casatelli called the meeting to order at 7pm.

**Approval of Minutes**

Ms. Thorp moved, Mr. Lehman seconded and it was unanimously

VOTED: To approve School Committee Minutes of July 28, 2009

**Public Participation**

Ms. Thorp moved, Mayor Dolan seconded and it was unanimously

VOTED: To open Public Participation

With no members of the public coming forward, Mayor Dolan moved, Ms. Thorp seconded and it was unanimously

VOTED: To close Public Participation

**Announcements – Superintendent of Schools**

*District-wide Update* - Mr. Casey reported as follows: Teachers will be back in schools on August 31 and students on September 1; he has met with the Strategic Planning consultant and will meet with leadership team next Monday to start this endeavor with a strong focus on education and where we should go; the MA School Building Authority is accepting applications this year and we will be submitting ours for the Winthrop School by the October due date; our 90% graduation rate this year represents a combination of students who will attend both 2-year and 4-year colleges as many students realize in this economy the cost savings of attending a community college for the first two years – more information is posted in the guidance section on the High School website.

**Policy and Planning – Kristin Thorp**

*Elementary Handbook* – Curriculum Director Pat Muxie and Elementary School Principals Dennet Sidell of the Hoover, Brent Conway of the Lincoln and Bryna Davis of the Winthrop presented 2009-2010 draft Elementary Handbook to the Committee which they discussed at length.

Mr. Lehman moved, Mayor Dolan seconded and it was unanimously

VOTED: To accept 2009-2010 Elementary Handbook

*New Member Primer Goal* - Ms. Thorp presented this document which outlines responsibilities and actions for members, and the Committee as a whole. Document will be posted on the melroseschools website.

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Ms. Thorp presented revised draft of Policy #1103 Distribution of Notices, as follows:

**“Draft for August 11, 2009**

**Purpose of changes:** Over the last couple years, there have been instances where notices sent home with students about after school programs made it look as though the Melrose Public School system was running or endorsing the programs when this was not in fact the case. We want to make sure that this does not happen again.

COMMUNITY RELATIONS	1000
COMMUNICATIONS WITH THE PUBLIC	1100
DISTRIBUTION OF NOTICES	1103

Notices include those sent on paper, through email, or posted on the MelroseSchools.com web site.

Distribution of notices by non-school organizations or on non-school matters shall be permitted only under the following conditions:

Such notices may be distributed only with the Superintendent’s authorization.

Such notices shall relate to activities for school children or to information which is deemed relevant for the families of school children.

All notices must state the relationship between the Melrose Public School system and the non-school organization.

By virtue of its distribution through the schools, there may seem to be an implied endorsement by the Melrose Public School System of the organization, ideas, or activities in the notice. In cases where the Melrose Public Schools are not endorsing the organization, ideas or activities, that must be stated explicitly on the notice.

Under no circumstances will notices of a religious or political nature, or about religious or political topics, be sent through the schools.

~~Such notices shall be those of non-profit organizations located within the city.~~

MSC first vote 8/14/07  
MSC second vote 8/28/07 “

The Committee discussed a revision to the third paragraph as follows: “Such notices may be distributed only with the Superintendent’s authorization, or that of his/her designee.”

Ms. Driscoll moved, Mr. Lehman seconded and it was unanimously

VOTED: To approve Policy #1103 Distribution of Notices, with change as noted

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Ms. Thorp presented revised draft of Policy #1107 Public’s Right To Know, as follows:

**“Draft for August 11, 2009**

**Purpose of changes:** With technology changing at such a rapid rate, we need to have an ongoing, evolving plan for the use of new modes of communication. For example, with the advent of Connect-Ed, we need to have rules for its use that are then understood by parents, who can make an informed choice to opt in or out. This plan must also include information about how we will be maintaining privacy. This information can be disseminated to parents however the principals feel will be most useful, e.g. in the student handbook, in a letter, or along with the beginning of the year paperwork that each family receives.

<b>COMMUNITY RELATIONS</b>	<b>1000</b>
COMMUNICATIONS WITH THE PUBLIC	1100
PUBLIC'S RIGHT TO KNOW	1107

The Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matter.

The Committee supports the right of the people of the District to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Committee meetings, its written policies and regulations, and its financial records will be open for inspection by any citizen desiring to examine them. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) which has been authorized in writing for release by the employee (or student, or student's parent) or by court order.

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

*The Superintendent and the Principals will develop a plan that sets out the procedural details of School-Parent and School-Community communications. This plan will include elements about the use and protection of phone numbers, emails and other identifying information. This plan will be reviewed by the School Committee on an annual basis. The details of the plan will then be communicated to the parents at the beginning of each school year.*

MSC first vote 8/14/07  
MSC second vote 8/28/07 "

The Committee discussed further revisions as follows: *First Paragraph* – "The Melrose School Committee is made up of public servants, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matter." *Third Paragraph* – "The official minutes of the Committee meetings, its written policies and regulations, and its financial records will be open for inspection by any citizen desiring to examine them. No records pertaining to individual students or staff members will be released for inspection by the public or any other unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) which has been authorized in writing for release by the employee (or student, or student's parent) or by court order."

Ms. Driscoll moved, Mr. Lehman seconded and it was unanimously

VOTED: To approve Policy #1107 Public's Right to Know, with changes as noted

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Ms. Thorp presented revised draft of Policy #1407 School Accreditation Agencies, as follows:

**"Draft for August 11, 2009**

**Purpose of changes: We have not ever pursued NEASC accreditation for the MVMMS, and we should leave open accreditation by other organizations for other levels of our schools e.g. ECC.**

<b>COMMUNITY RELATIONS</b>	<b>1000</b>
RELATIONS WITH LOCAL, AREA & GOVERNMENTAL AGENCIES	1400
SCHOOL ACCREDITATION AGENCIES	1407

The ~~system~~ Melrose Public School Administration shall seek to maintain membership in the New England Association of Schools and Colleges for the High School and Middle School(s) and will support the High School and Middle School staffs in its efforts to achieve and maintain the highest accreditation rating by the Association.

In addition, the School Committee supports membership in this and other accreditation associations for all of its schools as might be applicable.

~~\*Recommended that the Middle School(s) seek accreditation.~~

MSC first vote 8/14/07  
MSC second vote 8/28/07 "

Ms. Driscoll moved, Mayor Dolan seconded and it was unanimously

VOTED: To approve Policy #1407 School Accreditation Agencies, as presented

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#### **Finance and Facilities – Don Constantine**

*Maintenance Dept. Summer Update* - Business Manager Greg Zammuto presented update of all work accomplished by Facilities Director Bob Ciampi and his staff this summer in order to be reading for school opening on September 1.

*Monthly Budget Summary* - Business Manager Greg Zammuto presented July 2009 Budget Report.

Ms. Thorp moved, Ms. Driscoll seconded and it was unanimously

VOTED: To accept July 2009 Budget Report

#### **Educational Programs and Personnel – Margaret Driscoll**

*Personnel Report* - Mr. Casey reported that as of today, eight positions have been filled since last reported, and five positions remain open.

*Superintendent's Goals* - Ms. Driscoll presented to the Committee final version of 2009-2010 Superintendent's Goals

Ms. Thorp moved, Mr. Lehman seconded and it was unanimously

VOTED: To approve 2009-2010 Superintendent's Goals

Ms. Casatelli announced the need for an Executive Session in order to discuss collective bargaining.

Ms. Thorp moved, Ms. Driscoll seconded and on a roll call vote it was unanimously

VOTED: To adjourn

The meeting adjourned at 8:25pm.